



**UNITED STATES MARINE CORPS**  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5043

BnO 5750.2C  
B 07-3  
19 Aug 02

BATTALION ORDER 5750.2C

From: Commanding Officer  
To: Distribution List

Subj: COMMAND CHRONOLOGY

Ref: (a) MCO P5750.1G  
(b) MCBO 5750.1

Encl: (1) Command Chronology Report Company Submission  
(2) Command Chronology Report S-1 Submission  
(3) Command Chronology Report S-4 Submission  
(4) Command Chronology Report Legal Submission

1. Situation. To promulgate instructions, guidance and define responsibilities for the Historical Program per references (a) and (b).

2. Cancellation. BnO 5750.2B.

3. Mission. The Historical Program recognizes the importance of preserving the operational and institutional experience of Headquarters and Service Battalion. This Order outlines procedure for documenting, preserving and displaying Marine Corps history found in official, art material objects, memorabilia, and personal papers.

4. Execution

a. Company Commanders. Submit Command Chronology Report Company Submission, quarterly to the Commanding Officer (B 07-3) in the format contained in enclosure (1).

b. S-3 Officer

(1) Perform all functions as the Staff Historian per references (a) and (b).

(2) Monitor the submission of command chronology data.

(3) Maintain the Battalion historical file to include:

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(a) A chronological listing of Battalion commanding officers.

(b) Any information pertaining to Battalion lineage and honors.

(c) Photographs of current and past Battalion commanding officers, to the extent practicable, along with appropriate biographies.

(d) A listing of and information relative to any properties, facilities or sites named in commemoration.

(e) Copies of past command chronologies.

(f) Press clippings from command and civilian newspapers, magazines and other such items or photographs that would assist in the documentation of organizational events and history that pertain to the Battalion.

(4) Ensure all lineage and honors have been requested.

(5) Assign a responsible person (military or civilian) for all art and memorabilia on display within buildings/areas under the cognizance of the Battalion Commander.

(6) Prepare the command chronology per reference (b).

c. S-1 Officer

(1) Submit Command Chronology Report quarterly to the Commanding Officer (B 07-3) in the format contained in enclosure (2).

(2) Assign the Battalion S-3 Officer as the Staff Historian as a collateral duty.

d. S-4 Officer

(1) Submit Command Chronology Report quarterly to the Commanding Officer (B 07-3) in the format contained in enclosure (3).

(2) Maintain, where appropriate, display of historical interest (e.g., the Medal of Honor displays on BEQ quarter decks) within buildings under the cognizance of the Battalion Commander.

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(3) Maintain the Battalion Quarterdeck, Building 2006, to ensure photographs are replaced as required, and that all displayed information is accurate and timely.

e. Battalion Legal Officer. Submit Command Chronology Report quarterly to the Commanding Officer (B07-3) in the format contained in enclosure (4).

f. Coordinating Instructions

(1) Command chronology data will be submitted to the S-3 Officer within five working days of the end of each quarter.

(2) Request training and audiovisual support to document significant events as appropriate.

(3) Any items discovered aboard MCB which may have potential historical significance will be forwarded to the AC/S G-#, via the Commanding Officer (B 07-3).

5. Command and Signal. This Order is effective the date signed.

R. BARRY CRONIN

DISTRIBUTION: B

BnO 5750.2B  
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Command Chronology Report  
Company Submission

From: Commanding Officer, \_\_\_\_\_ Company  
To: Commanding Officer, Headquarters and Service Battalion (B 07-3)

Subj: COMMAND CHRONOLOGY DATA FOR THE \_\_\_\_\_ QUARTER OF 20 \_\_\_\_

Ref: (a) BnO 5750.2B

Encl: (1) Sequential Listing of Significant Events  
(2) Supporting Documents

1. Commanding chronology data for the quarter of \_\_\_\_\_ 20 \_\_, contained in enclosures (1) and (2) are submitted as required by the reference.

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(Signature)

ENCLOSURE (1)

Command Chronology Report  
S-1 Submission

From: S-1 Officer  
To: Commanding Officer, Headquarters and Service Battalion (B 07-3)  
Subj: COMMAND CHRONOLOGY DATA FOR THE \_\_\_\_\_ QUARTER OF 20\_\_  
Ref: (a) BnO 5750.2B

1. Command chronology data for the \_\_\_\_\_ quarter of 20\_\_ is submitted as required by the reference.

a. Personal Information

- (1) Commanding Officer
- (2) Principal Staff Members
- (3) Staff Historian
- (4) Sergeant Major

\*Note: List individuals by rank, first name, middle initial, last name and inclusive dates.

b. Commanding Officer's Significant Events

c. Average Monthly Strength

	<u>HQCO</u>	<u>SVCCO</u>	<u>TECO</u>	<u>OPSCO</u>	<u>TACO</u>	<u>BN</u>
Officers	_____	_____	_____	_____	_____	_____
Enlisted	_____	_____	_____	_____	_____	_____

d. Average Noneffectives

	<u>HQCO</u>	<u>SVCCO</u>	<u>TECO</u>	<u>OPSCO</u>	<u>TACO</u>	<u>BN</u>
Officer & Enlisted	_____	_____	_____	_____	_____	_____

\_\_\_\_\_  
(Signature)

ENCLOSURE (2)

Command Chronology Report  
S-4 Submission

From: S-4 Officer  
To: Commanding Officer, Headquarters and Service Battalion (B 07-3)  
Subj: COMMAND CHRONOLOGY DATA FOR THE \_\_\_\_\_ QUARTER OF 20 \_\_\_\_  
Ref: (a) BnO 5750.2B

1. Commanding chronology data for the quarter of \_\_\_\_\_ 20 \_\_, is submitted as required by the reference.
2. Significant Events. Prepare a brief, chronological summary of significant events, which occurred during each month. Attach supporting documents when appropriate.

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(Signature)

Command Chronology Report  
Legal Submission

From: Legal Officer  
To: Commanding Officer, Headquarters and Service Battalion (B 07-3)  
Subj: COMMAND CHRONOLOGY DATA FOR THE \_\_\_\_\_ QUARTER OF 20 \_\_\_\_  
Ref: (a) BnO 5750.2B

1. Commanding chronology data for the quarter of \_\_\_\_\_ 20 \_\_,  
is submitted as required by the reference.

a. <u>LEGAL ACTION</u>	<u>No.</u>
(1) General Courts-Martial	_____
(2) Special Courts-Martial	_____
(3) Summary Courts-Martial	_____
(4) Article 15	_____
b. <u>INVESTIGATIONS</u>	<u>No.</u>
(1) Article 32	_____
(2) Loss of property	_____
(3) Death/Injury (LOD)	_____
(4) Claims	_____
(5) Motor Vehicle Accidents	_____

\_\_\_\_\_  
(Signature)

ENCLOSURE (4)